

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-60-09-56</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION ANTITRUST DIVISION			
3 MINOR SUBDIVISION Executive Office			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Thomas D King</i>	5 TELEPHONE NUMBER 202-514-4005	DATE <i>13 April 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">CORRESPONDENCE AND COMPLAINT TRACKING SYSTEM (CCTS)</p> <p>The Correspondence and Complaint Tracking System (CCTS) is an Oracle-based data management system that is designed to track and maintain records of responses to communications received from State and Federal officials, and unsolicited public complaints or inquiries regarding competition related issues</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Antitrust Division: Correspondence and Complaint Tracking System (CCTS)

1 Inputs

Unsolicited citizen correspondence or communications addressed to any Division employee, including the Assistant Attorney General and Deputy Assistant Attorneys General and to any generic e-mail, fax or postal address is manually input or scanned into the Correspondence and Complaint Tracking System (CCTS) by Division staff. The staff member will also import the correspondence, letter or phone memo into CCTS.

Disposition TEMPORAY Destroy/delete after the information has been entered, converted to an electronic medium, and verified, or when no longer needed for legal or audit purposes (GRS 20)

GRS 20, 1/12/2

2 Master File

CCTS stores basic details of the unsolicited correspondence or communication such as the sender, the recipient, the medium (such as letter or phone call), and the date received. It also stores the following information about the correspondence or communication:

- A summary of the subject of the correspondence or communication and the action requested by the sender
- Possible antitrust violations
- Industries involved
- The section(s) and staff assigned to address the correspondence or communication and their response
- The Division's response, if any
- Dates when correspondence or communication is received and assigned to a section
- Dates when correspondence or communication are due and completed

Disposition PERMANENT Cut off at the end of Assistant Attorney General tenure. Transfer to NARA fifteen (15) years after cutoff.

3 Outputs

CCTS can generate various reports about any of the correspondence or communications received or sent and the status of any pending responses.

CCTS also links to an internal web-based workspace in which any incoming or outgoing correspondence, communication or phone records is captured.

Disposition TEMPORARY, destroy/delete when superseded or obsolete

GRS 20, 1/12/16

4 System Documentation

Disposition PERMANENT Transfer to NARA with Master File (GRS 20)

GRS 20, 1/12/11